

CDBG Advisory Board Orientation
January 29, 2020
6:00 p.m.

Board Members present: *Elizabeth Bibb Binder, Rebecca Roman, Alissa Faber, Kevin Deutermann, Alex Farrell, Nancy Stetson, Mary Riley, James Loop, Hannah King, Jane Helmstetter, Raquel Aronhime,*

Staff present: *Marcella Gange, Todd Rawlings, Luke McGowan*

The meeting opened at 6:00 PM with introductions.

Luke McGowan, CEDO Director gave introductory comments and thanked the members for their service.

Mayor Weinberger thanked the Advisory Board for this important public service and local example of community based budgeting.

Marcella answered Board Member questions, and gave the Board background information regarding the Community Development Block Grant (CDBG) and structures of CDBG funding for internal and external grant applications from her perspective as the grant administrator.

Marcella reviewed the agenda for the meeting.

Next, Marcella reviewed the ground rules:

1. Be on time - start and end on time
2. Everyone participates – and encourage everyone to speak - but pass if you wish
3. Share the air; be brief and don't speak twice until all have had a chance to speak
4. Move on when opinions are established
5. Tell or ask about assumptions and conclusions
6. Respect opinions - disagree respectfully
7. Facilitator will acknowledge speakers. One speaker at a time - don't interrupt - let each speaker finish
8. Pose, accept and explore difficult questions
9. Operate by consensus; vote when needed
10. For Board members...what is said here stays here (except for the content of minutes) – don't have outside discussions about Board work (i.e., no lobbying by applicant agencies).

Then Marcella presented a CDBG Overview including, Evaluation Criteria, Orientation, Consolidated Plan Goals and Objectives, and Need/Poverty Impact.

Questions from Board Members:

How does the Advisory Board know what the final allocations will be? TR suggested CEDO send Action Plan link to AB members once allocations are finalized.

What if allocation to Burlington amount is lower than the figures we are working with? Fairly confident based on national allocation and 3% increase. CEDO will receive actual allocations on mid-February, so if radically different, then we'll have time to make a correction.

Marcella presented a PowerPoint to review the Evaluation Criteria that Board Members will use to score applications.

BREAK 7:54 pm to 8.05pm

Next Marcella gave an overview of the allocation process. The group reviewed the work schedule and homework, discussed pass/fail questions, how to identify and report Conflicts of Interest, and Ex Parte contacts with applicants. Marcella explained how to score the applications and balance the budget.

Marcella gave an overview of the CDBG process and general funding policies (see Background Data and Info in the CDBG binder).

Then the group reviewed the contents of the CDBG Advisory Board notebook including the Consolidated Plan Outcomes, Community Data, the Rating and Budget sheets and process.

Experienced Board Members shared reading and rating advice with new members including: reading all applications before scoring, score with a pencil so you can adjust as needed, and to take notes while reading to have at the next meeting.

Marcella noted that copies of the Development applications and the Dev rating/budget spreadsheet would be available to the AB at the next meeting.

Marcella noted that digital copies of the Budget sheets will be emailed to the Board.

Homework:

- Read and Rate all Public Service Applications
- Return completed Public Service Rating/Budget Spreadsheet to mgange@burlingtonvt.gov by ***Friday, February 7, 2020 at 4:00 pm***

To close the Board members reflected on what worked in this meeting and what could be improved:

Plus (what worked well)

Informative and thoughtful presentation
Good food x 3, space, info covered, introductions, copy of ppt
Early ending!

Delta (what could be improved for future meetings)

Consider sending ppt ahead of time- to focus on questions in meeting
Provide an outline on powerpoint to map progress thorough and make it easier to follow (too much detail)
Overview early on number of applicants and amount funds
Non dairy options (Note from staff - sorry – we had ordered them but not delivered)

Meeting adjourned at 8:45 pm

Respectfully Submitted,

Todd Rawlings Acting Assistant Director for Administration and Finance